



EXECUTIVE COMMITTEE

DRAFT MINUTES

Monday, July 8, 2002

Department of Information Technology Executive Conference Room

2:00 p.m. – 4:00 p.m.

ATTENDANCE

Members:

Secretary of Technology George C. Newstrom; Cheryl Clark (Department of Information Technology); Ray Davis (Department of Game and Inland Fisheries); Chip German (University of Virginia); David Molchany (County of Fairfax—phone); Jerry Simonoff (Department of Technology Planning); David Sullivan (City of Virginia Beach—phone)

Staff:

Jenny Hunter (Executive Director)

Presenters, Guests, and Representatives:

Chris Doss (VIPNet Authority); Paul Lubic (Department of Technology Planning); Ken Lyons (WorldCom); Fred Norman (CVC, LLC); Michael Sandridge (Department of Technology Planning); Jennifer Schreck (Auditor of Public Accounts); Mary Zdanius (Gateway)

MEETING OBJECTIVES

The primary objective of the COTS Executive Committee meeting is to discuss the challenges and opportunities in information technology as presented to the Governor's

Commission on Efficiency and Effectiveness. The Committee will also set the agenda for the COTS meeting on July 11 and develop final recommendations to the Secretary for a slate of candidates to COTS.

WELCOME AND OPENING REMARKS

COTS Executive Director Jenny Hunter called the meeting to order at 2:05 p.m., and thanked everyone for coming. Secretary of Technology George C. Newstrom welcomed everyone and provided a brief update. The IT Surveys released by the Department of Technology Planning to all executive branch agencies (excluding higher education) have all been completed and returned. More than 95 percent were turned in on time. Secretary Newstrom thanked COTS for their assistance.

Secretary Newstrom said the findings from the surveys are informative—there are dozens of different computer rooms/data centers in the Commonwealth, approximately 50,000 square feet of leased space, about 2,300 servers (most owned by agencies), and many help desks.

Secretary Newstrom said the Governor met with agency heads and his Cabinet and described the first six months of his administration. The Governor did talk about technology and the support it will provide, and described the strategic intent to do technology as effectively and efficiently as possible. This is a concerted and collaborative effort, with participation from local government, K-12 education, and colleges and universities.

Secretary Newstrom thanked the Committee and COTS for the work it has done to this point and for the work that they are about to do.

APPROVAL OF MINUTES

Ms. Hunter introduced the minutes from the May 13 meeting. The minutes were approved unanimously and will be posted to the COTS website at www.cots.state.va.us.

COTS MEMBERSHIP RECOMMENDATIONS

Ms. Hunter provided a handout of the candidates recommended by COTS members and COTS Executive Committee members for consideration for appointment by the Governor to the Council. There are five vacancies, with a sixth anticipated in late July. David Sullivan noted that the current makeup of COTS is:

State government	16
Higher Education	4
Local Government	3
Secretary of Technology	4

David Molchany recommended Mari Beth Luftglas from Fairfax County Public Schools as a K-12 education representative to COTS. David Sullivan recommended adding Jeffrey Lake of the Department of Health to the slate of candidates as he works with localities. The group emphasized the importance of representation from the Department of Social Services, K-12 education, and an additional higher education representative.

Action Item: Ms. Hunter would compile the final list of candidates and e-mail to Executive Committee members. Each member will provide their top four candidates to Ms. Hunter. The slate of candidates will be forwarded by Ms. Hunter on behalf of the COTS Executive Committee to Secretary Newstrom for his consideration.

Chip German announced that he has accepted the CIO position at Mary Washington College, effective in August, and will be leaving University of Virginia. He has submitted his resignation to COTS. The COTS Executive Committee offered its congratulations and thanked Chip for the contributions he has made to the Council since its inception.

EDUCATION COMMITTEE UPDATE

Chip German described the efforts of the Education Sector workgroup that is looking at ways to advance the agenda for core technology, procurement, funding, and accounting within the education arena. The workgroup has been working since May under the authorization of the Secretary of Technology and is examining creative ways to work as a unit. Deputy Secretary of Education Peter Blake is the liaison with the Education Secretariat and has provided documents and contacts. The group has pulled together some initial ideas it is sharing with the Secretary—specific ideas with funding implications.

The Education Sector Workgroup includes representatives from colleges and universities, The Library of Virginia, the museum community, and K-12. Based on preliminary feedback, the Library, museums, and Department of Education operate more like state agencies and do not have the special needs of the higher education community.

DISCUSSION OF TECHNOLOGY CHALLENGES AND OPPORTUNITIES

Jerry Simonoff presented a handout detailing the structure of funding technology to encourage investment and return on investment. The handout is based on best practices in Fairfax County, and includes information on the as-is environment in state government and the potential gap closing measures. The four initiatives include:

1. Establish an annually renewed IT Enterprise Fund that is expressly reserved for enterprise-wide IT projects that are driven by enterprise business strategies.
2. Funding for approved IT Enterprise Projects is earmarked in subsequent years. Release of funds is explicitly based on the achievement of specified milestone deliverables.
3. IT Enterprise Project funding requests are evaluated and prioritized based on alignment to enterprise business strategies, a sound business case, and technical feasibility.
4. IT Project funding requests that do not have enterprise-wide benefits are evaluated and prioritized in agency budgets.

Ray Davis said that most agencies use non-general funds, which usually have been earmarked for specific programs. Mr. Molchany said that Fairfax County relies on funding from outside sources first and then supplements with county funds. The idea is to enforce same standards and governance regardless of where the funding comes from. Nearly a third of the budget is in enterprise funds, special revenue funds, etc. For those that cross enterprise lines they are mapped to different funds. Chip German said it was critically important to have definition of IT as the higher education community faces architecture and standards issues and the general fund/non-general fund issues.

Mr. German suggested developing a central enterprise fund that doesn't go to agencies. Mr. Simonoff said the business decisions surrounding funding should be made by business people, not technology. Mr. Sullivan recommended developing criteria for identifying enterprise projects.

COVITS UPDATE

Ms. Hunter provided an update on the Commonwealth of Virginia Information Technology Symposium (COVITS) 2002 to take place at Virginia Military Institute on

September 24 through the 26th. Keynote speakers include Governor Warner, Secretary Newstrom, P.K. Agarwal, and Steve Kolodney. Thomas Jefferson (as portrayed by Clay Jenkinson) will appear at the kickoff reception on September 24. Nearly 400 attendees have registered, and sponsorships and exhibit opportunities are strong. Ms. Hunter encouraged everyone to visit the COVITS website at www.covits.org for updated information and a list of who's registered.

David Molchany said that the e-Envoy from Great Britain was visiting Fairfax County. Cheryl Clark recommended featuring the progression of wireless technology in Europe and Asia as compared to the U.S. Mr. Molchany suggested a panel focused on educating the population about new technologies such as smart cards, interactive cable television, and other innovative approaches. He also recommended contacting Elizabeth Miller at the National Association of State CIOs (NASCIO) to participate.

COTS AGENDA FOR JULY 11, 2002

Ms. Hunter shared with the Executive Committee two agenda requests for the July 11 meeting. Sam Redwine from James Madison University and Jim Adams from the Department of Information Technology requested 20 minutes to present a report developed in partnership by DIT and the Commonwealth Information Security Center at James Madison University. The presentation would provide an overview of major findings, potential executive and manager action steps, and low budget first steps to help prevent cyberattacks and ensure information security in the Commonwealth. Copies of the final paper, *Virginia's Governmental Information Security: A Guide for Commonwealth Executives After September 11, 2001*, would be distributed to COTS members. The Committee recommended including the presentation on the COTS agenda.

SAS requested a 20 minute slot on the COTS agenda for a presentation on information sharing as a concept and pilot methodology for implementing any software. Information sharing is the ability to take data from multiple databases on multiple hardware platforms and bring them together onto one platform for decision support, reporting, and analysis. The Committee recommended this presentation for a workgroup of COTS.

NEW BUSINESS/PUBLIC DISCUSSION/CLOSING REMARKS

Mr. German said he and staff from the Department of Technology Planning are working on refining the Virginia On-Line Transaction (VOLT) policy and issues related to the broad category of electronic signatures. They are exploring EC3 models and best practices from around the country. Mr. German said the group is aiming to have a

proposed outline for governance structure for COTS in September.

Mr. Simonoff said the “Dashboard” for major projects is finalizing user manuals and information. The chair of each oversight committee (deputy secretaries) is receiving hands-on training.

Mr. Molchany said that the General Services Administration is looking to expand the .gov domain to all states and localities. The GSA will come out with standards and guidance for states and localities to apply for the domain. The GSA wants to control distribution of the domain.

ADJOURN

Ms. Hunter thanked everyone for coming and adjourned the meeting at 4:00 p.m.

Respectfully Submitted

Jennifer W. Hunter

Executive Director

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